

GENERAL INFORMATION

The *Preseparation Guide* provides information on the various services and benefits available to separating Service members and their families. Information in this guide may also assist Department of Defense civilian employees affected by downsizing, reductions in force (RIFs), base closures, and realignments during the transition process.

All separating Service members should see their local Transition Counselor¹ for information on transition services and benefits. Transition Counselors are located at the following local offices:

- **Army:** Army Career and Alumni Program (ACAP)
- **Air Force:** Family Support Center
- **Navy:** Fleet and Family Support Center
- **Marine Corps:** Personal Services Center (formerly Family Service Center)
- **Coast Guard:** Work-Life Staff

Coverage.

The material contained in this guide is current as of October 2001. Subsequent changes in laws, regulations, and/or policies are not addressed herein.

Supplementation.

Supplementing the *Preseparation Guide* or establishing command or local forms is prohibited without prior approval from the Office of the Under Secretary of Defense (Personnel and Readiness); see below for address.

Comments and Suggestions.

Written comments and suggestions on the information contained in this guide are welcomed. Please send these to:

Office of the Under Secretary of Defense (Personnel and Readiness)
Educational Opportunities Directorate
1745 Jefferson Davis Highway
Crystal Square #4, Suite 302, Room 322
Arlington, VA 22202-3424

¹A Transition Counselor is a person responsible for conducting transition programs. Examples include personnel (military or civilian) assigned to family centers, military personnel offices, and transition centers. The term "Transition Counselor" is used throughout this guide, even though individual Services use different titles (listed below) to indicate this function:

- Army: ACAP Transition Counselor
- Air Force: Transition Assistance Staff or Career Consultant
- Navy: Command Career Counselor
- Marine Corps: Career Resource Management Center Specialist
- Coast Guard: Work-Life Staff

<p>The Coast Guard has its own version of the Preseparation Guide. Coast Guard personnel should contact their nearest Work-Life Transition and Relocation Manager for a copy.</p>

Comments and suggestions from active duty and reserve military personnel should be forwarded through the respective Service's chain of command.

Copies of the Pre-Separation Guide.

The Office of the Under Secretary of Defense (Personnel and Readiness), Educational Opportunities Directorate (Transition Assistance Program) does not stock copies of this guide. The guide is available electronically. Anyone desiring a copy may download the guide electronically.

For More Information.

Additional information on topics covered in this guide can be found in the following documents:

A Summary of Veteran's Benefits, VA Pam 27-82-2.

About Troops to Teachers, write or call:

DANTES Troops to Teachers
6490 Saufley Field Road
Pensacola, FL 32509-5243
Tel: (904)452-1241
Fax: (904)452-1096
Toll-free: 1(800)231-6242
DSN: 922-1151

For a listing of the 16 state Troops to Teachers support offices, call DANTES or visit their home page:

<http://voled.doded.mil/dantes/ttt>
E-mail: ttt@voled.doded.mil

To access the Internet for more information on specific programs, see below:

Air Force Transition Home Page...
<http://www.afpc.randolph.af.mil/transition/trans.htm>

Army Career and Alumni Program (ACAP)
<http://www.acap.army.mil>

CARE
<http://www.cpms.osd.mil/care/index.html>

DoD Job Search

<http://www.dod.jobsearch.org>

DoD Transportal

<http://www.dodtransportal.org>

Licensing and Certification

<http://umet-vets.dol.gov/>

Military Assistance Program

<http://dticaw.dtic.mil/mapsite>

Military and Veterans Credential Network

<http://www.dol.gov/dol/vets>

National Association of State Directors of Veterans Affairs

<http://www.nasdva.com>

Navy Websites

<http://www.persnet.navy.mil>

<http://www.staynavy.navy.mil>

<http://www.lifelines2000.org/>

<http://www.navycollege.navy.mil>

Operation Transition Web Site

<http://www.dmdc.osd.mil/ot>

PACS/TERA

<http://www.dmdc.osd.mil/tera>

Standard Installation Topic Exchange Service (SITES)

<http://www.dmdc.osd.mil/sites>

Temporary Early Retirement Authority (TERA) Program

<http://www.dmdc.osd.mil/tera>

Transition Bulletin Board (TBB)

<http://www.dmdc.osd.mil/ot>

Verification of Military Experience and Training (DD Form 2586) Document

<http://www.dmdc.osd.mil/vmet>

Department of Veterans Affairs (VA)

<http://www.va.gov>

References:

Title 10, U.S. Code, Chapter 58

DoDD 1332.25, Transition Assistance for Military Personnel

DoDI 1332.26, Preseparation Counseling for Military Personnel